

More Printing Options dialog

Press the **More Options** button to access the More Printing Options dialog (Figure 195). In this dialog, you can choose whether to create separate print jobs for collated output.

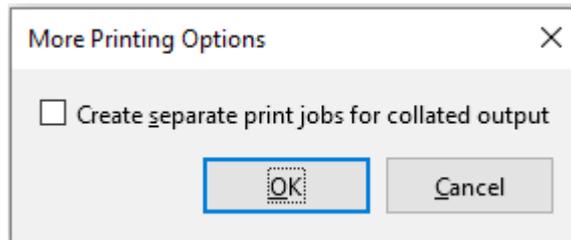


Figure 195: More Printing Options dialog

Printing multiple pages on a single piece of paper

To print multiple pages of a spreadsheet on one piece of paper:

- 1) Use **File > Print** on the Menu bar, or click the **Print** icon on the Standard toolbar, or press **Ctrl+P**, to open the Print dialog.
- 2) In the *Page Layout* section of the *General* tab, select the number of spreadsheet pages to print per sheet of paper in the *Pages per sheet* drop-down list. The preview panel on the right shows how the pages will look in the printed document.
- 3) When printing more than two pages per sheet, select the order in which the pages are printed on a sheet from the *Order* drop-down list (Figure 196).
- 4) To distinguish each page on a sheet, select the **Draw a border around each page** option.
- 5) Click **Print**.

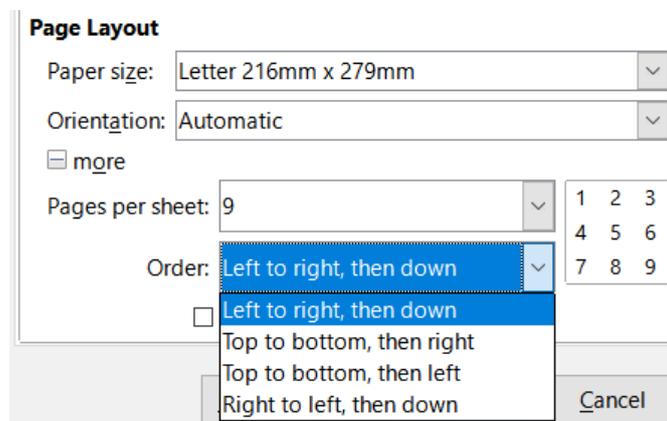


Figure 196: Printing more than one spreadsheet page per sheet of paper

Tip

To access some of the options on the *General* tab of the Print dialog, you may need to click one of the *more* options. For simplicity, these clicks are deliberately omitted from the descriptions in this chapter.

Selecting what to print

In the *Range and Copies* area of the *General* tab of the Print dialog, choose **Print All Sheets** from the *From which* drop-down to print all sheets in the document. In addition to printing a full